

MEDICAL TECHNICAL ASSISTANT

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 1992

Collective Bargaining Identification: Bargaining Unit 6

Job Analysis Conducted By: Kim M. Cribb

Number of Incumbents: There are 1,159 incumbents in this classification pursuant to the Department of Corrections and Rehabilitation (CDCR) Filled/Vacant Position Report dated December 31, 2005.

Note: At the time this job analysis was conducted the CDCR Filled/Vacant Position Report was not available.

Names of the Subject Matter Expert(s) and their background:

ANNA A. COLLINS, California Medical Facility

JOAN M. BOSSARD, California Training Facility

HELEN WILLIAMS, Sierra Conservation Center

JOSEPH KRAVITZ, California Institution for Men

CHASE SEVICK, Folsom State Prison

CHRIS A. HILLER, Folsom State Prison

KATHLEEN A. ALLISON, Avenal State Prison

EDWARD J. LOVSNESS, Calipatria State Prison

MARCUS MACK, R.J. Donovan Corrections Facility

MEDICAL TECHNICAL ASSISTANT INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- Review of the scopes of practice for Registered Nurses as compared to Licensed Vocational Nurses
- State Personnel Board class specifications and related documents
- Review of past and present selection practices
- Review of past and present recruitment efforts
- Telephone interviews with each institution to discuss the medical services available onsite and the use of the Medical Technical Assistant (MTA) class within the institution
- Review of the orientation programs offered to new MTAs at each institution
- An inquiry distributed to 50 states requesting any available information regarding analyses performed on similar job classes